

## SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

**Classification Title** – Internal Policy Analyst II, 9428

**Date Posted** – 29 September 2010

**Pay Grade/Salary Range** – Grade 14, \$2,937.20 - \$3,890.90

**Agency** – Military Affairs, Division of Emergency Management

**Work Location** –Frankfort Kentucky, Franklin County

**Agency Comments** – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1)(r).

**General Job Duties** –Conducts studies budgetary operational policies and procedures primarily at the division level for the purpose of defining agency program effectiveness, fiscal integrity and to project agency budgetary needs and requests. Defines budgetary, financial and administrative program objectives and identifies payees and funding sources to assure agency adherence to budget and planning policies. Reviews requests for program deviations and budgetary shifts and recommends alternative solutions. Designs, reviews and implements projection models to perform ongoing analysis of receipts and expenditures to ensure compliance with budgetary guidelines. Provides technical assistance to KYEM staff to insure compliance with state and federal regulations. Participates in the development of annual budget requests and advises agency management on program and financial issues so that timely adjustments can be made when necessary. Participates in annual trainings, Emergency Operation Activations and other duties as assigned.

**Minimum Requirements** – Education: Graduate of a college or university with a bachelor's degree. Experience: Must have three years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. Substitution Clause: Education: A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Experience: Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

**General Description of Benefits** – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

**How to Apply** – Contact Teresa Lee, HR Administrator, Department of Military Affairs at [teresa.lee2@us.army.mil](mailto:teresa.lee2@us.army.mil) or 502-607-1237.

**Application for Deadline** – 08 October 2010